

5 November 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

Field Finance and Logistics Course No. 3-72 started on Monday, 1 November, with an enrollment of fifteen students. One student dropped out on Wednesday because he had missed the entire first day - through no fault of his. He will be enrolled in the next class.

2. Clerical Orientation

The twenty-minute presentation on the CIA library incorporated in the Clerical Orientation program last August has been eliminated. Instead, arrangements have been made for new employees to go to the Headquarters library for a more detailed, forty-minute presentation and tour following their week of Orientation.

3. Clerical Induction

As a result of a review of Clerical Training procedures, the Office of Personnel has been notified that as of 1 November new employees will be released from class for polygraph interviews during the first week of induction training, thus making it possible to expedite a new employee's clearance for assignment. Heretofore it had been our policy to release students for polygraphing only after they had completed the first week of Induction training.

B. MANAGEMENT TRAINING

1. Fundamentals of Supervision and Management

The second Fundamentals of Supervision and Management Course was conducted on 1-5 November. The class was attentive and receptive throughout the week. There were 31 students (12 women) with a grade range from GS-05 to GS-14. All Directorates were represented.

2. Support Services Review: Trends and Highlights

The thirty-second presentation of the Support Services Review: Trends and Highlights Course was successfully given during the week of

1 November at the [redacted] Enrollment totaled 46, eight of whom were women. Representatives from all of the Directorates attended.

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3. Workshops

Two Performance Appraisal Workshops are scheduled for next week. On 9 November, a regular OTR-scheduled PA workshop with an enrollment of 25 students will be held in the Chamber of Commerce Building. On 11-12 November, two half days, a special PA workshop with a student enrollment of 28 will be held for [redacted] in the Key Building.

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C. GENERAL

1. Arrangements have been made to turn in one electric and 23 manual typewriters which are excess to the needs of Clerical Training. Additional machines will be disposed of after we have completed an in depth summary of our typewriter requirements.

2. At the invitation of Mr. [redacted] Records Management/DDS, Miss [redacted] and Mrs. [redacted] attended the Records Management and Information Retrieval Seminar given by TAB Products Company on 3 November. Mrs. [redacted] of TAB Products reported on the newest ideas in records management, systems and operations, and on the economy and attractiveness of open-shelf filing.

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Chief, Support School, TR

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